

**Advancement of Student Learning Committee  
(ASLC) Minutes**

September 8, 2014

12 noon - 1:30 PM

Page Conference Room, TAC 316, Malibu, California

Members present: Charla Griffy-Brown, Chair; Graziadio School of Business and Management  
Connie Fulmer, Seaver College  
Connie Horton, Student Affairs  
Katie Kerr, School of Law  
Mike Shires, School of Public Policy  
Amy Tuttle Guerrero, Graduate School of Education and Psychology (via Google+ Hangout)  
Lisa Bortman, Assistant Provost for Institutional Effectiveness, ex officio  
Ross Canning, Recorder

Members absent: Lee Kats, Vice Provost for Research and Strategic Initiatives, ex officio

I. Welcome, Announcements, Review of the May 12, 2014 Minutes - Charla Griffy-Brown

The meeting was called to order 12:05 pm. Mike Shires gave a blessing on the food and the meeting. The [June 16, 2014 Minutes](#) were approved by common consent with changes to be made by 5 PM on 8 September 2014. The members of the Council gave updates on the state of affairs at their schools.

The **School of Public Policy** enrollment did not meet expectations due to a number of Chinese students who chose to attend other universities even after paying a \$200 deposit at SPP. The cohort is down almost half of its normal size.

The **School of Law** has a strong class with good numbers and predictors. The budget shortfall makeup is progressing. The assessment plan is being implemented and Katie Kerr is positive about the outlook.

**Seaver College** teams are reviewing and updating the General Education requirements in the School catalog, for which they now have enough information to make needed changes. **Student Affairs'** writing retreat went well; less is more was the theme and the pace of evolution toward an assessment-minded business practice may be more gradual as the smaller departments with only a

few staff members find time to write assessments on top of their regular duties while serving large numbers of students.

The **Graduate School of Education and Psychology** (GSEP) has a new dean and the full faculty retreat in a few weeks will be a good forum to get to know Dean Helen Williams. Amy Tuttle Guerrero will be meeting with the dean to discuss assessment in the coming weeks.

The **Graziadio School of Business and Management** enrollment is up over years past. The Association to Advance Collegiate Schools of Business (AACSB) accreditation review is coming up October 5-7, 2014. Graziadio and Seaver are working to prepare for the visit. The Graziadio faculty conference on September 9 will offer an opportunity to remind the faculty of assessment opportunities and responsibilities in the coming academic year.

The **Office of Institutional Effectiveness** (OIE) is conducting the first Institutional Learning Outcomes (ILO) study on diversity. Metrics for the strategic plan have just been finished. OIE is working with the schools, Office of the President, and Board of Regents to query and collate various metrics and data and assist with its interpretation.

## II. Mapping out the calendar and workflow and agenda items for the Fall and Spring meetings

The ASLC discussed the calendar and [schedule for five-year Program Reviews](#) due in 2015.

The reviews include the following.

- Graziadio School and Seaver Business Administration Division with the Association to Advance Collegiate Schools of Business (AACSB);
- GSEP Student and Career Services;
- Seaver International Studies and Languages Division;
- Seaver Religion Division;
- Seaver Student Affairs: Intercultural Affairs, Campus Recreation (2016), and Health Center (2016).

The five-year reviews are due in April 2015. The lists on the OIE website were corrected with the following amendments: The Campus Recreation and Health Center reviews will be moved to 2016; and the School of Law accreditation will be added to the schedule in 2017.

Lisa will send an email to the departments and schools scheduled for program reviews to let them know that the program review budget process is changing at the recommendation of Academic Finance Director Jody Semerau. Departments reviewing their programs will submit receipts for reallocation of expenses through the Finance system instead of receiving a lump sum at the start of the

school year. This will help ameliorate the funding shortfall in the five-year cycle which now rests between \$100-\$125K.

The ASLC discussed the status of the Mini-grant program and noted that Counsel action in June 2014 changed it to a two-year cycle. The next round of applications will be gathered in fall/winter 2015 to award in June 2016.

In preparation for Dean Marrs' visit to the ASLC meeting in November, the Council will discuss the program review funding and stipends for ALSC work as well as how to make up the shortfall in the current program review budget. Jody Semerau will be invited to provide information on how the proposed budget management and reimbursement will operate going forward. Additionally, the ASLC will review how much funding is needed to do the assessment task and strategize on ways to fill the shortfall from the underfunded program review pool. The Council will also hold an environmental grid discussion.

Amendment from 2014-10-13: The ASLC member honoraria will stay the same in FY15 and the stipends for the five-year program reviews will be maintained at \$5,000. Jody Semerau, executive director of academic finance, will be invited to join the meeting with Provost Marrs in November.

The Council brainstormed a few goals for the coming year, including the following.

- Create and maintain an assessment culture across the University that is simple and effective and provides the desired outcome for student success;
- Teaching improvements, based on the results of assessments, are the final goals;
- Improve ASLC member collaboration on the assessment process;
- Translate the new WASC requirements into the vernacular to help motivate the faculty and staff to see the value added by doing and following up on assessments;
- Align ASLC, UAC, UFC, and other University Committees to incentivize the faculty and staff to create a culture of assessment. Modify our aspirations to include strategic thinking in more concrete ways and provide ongoing training for faculty and staff for assessment in venues like the WSCUC Academic Resource Conference.
- Start preparing for the 2020 report whose first draft is due in 2017.
- Align Institutional Learning Outcomes with the University Strategic Plan.

The ASLC must help reorganize and rewrite some of the ILOs to make them measurable and verifiable and create a subcommittee, including students, to [look at the ILOs](#)

[for the University and the schools](#). The Student Learning section of the ILOs for the institution do not use language that can be measured or assessed very well. The Graziadio School has an [example](#) where the School does not map back as smoothly as it could to the University ILO.

The five Strat Plan Goals include the following.

- Learning and Scholarship
- Faith Mission
- Community and Alumni
- Increasing diversity
- Building a premier global Christian university

Questions to ask: How do these goals tie in with assessment and ILOs; and are we expecting too much from the ILOs?

Charla announced that Lee Kats invited the ASLC members to the January 30, 2015 WSCUC conference on Meaning Quality and Integrity, which will be held in the Los Angeles area. The members were encouraged to set aside time for this conference.

### III. [WSCUC Interim Report 2015](#)

An evidence folder will be created in the ASLC Google drive to start warehousing evidence and examples from the schools to use in the report. They will also be inserted in the report draft from the start. The members will notify their Council colleagues when new evidence is uploaded to the folder.

Lisa shared that WSCUC visiting reviewer, Jana Bursi, suggested in her recent visit that the ASLC go through the Commission letter and onsite team report to see what examples are called for.

### IV. Adjournment

The ASLC meeting adjourned at 1:30 pm. The next ASLC meeting will be online using Adobe Connect on 13 October 2014.